

[INSERT SCHOOL LETTERHEAD]

[INSERT DATE]

Via Email:
[REDACTED]

Re: Your Public Records Act Request Dated October 13, 2019

Dear [REDACTED]

This correspondence is in response to your Public Records Act request dated October 13, 2019. In accordance with Government Code section 6253(c), we have determined that your request, in part, seeks disclosable records.

With respect to the request, we note that under the Public Records Act, Excelencia Charter Academy is not required to create new records in order to provide you with the information that you seek. Moreover, the Public Records Act applies only to documents "prepared, owned, used, or retained by" Excelencia Charter Academy. (Govt. Code § 6252(e)) To the extent that your request seeks documents beyond this scope, Excelencia Charter Academy denies your request. Further, Excelencia Charter Academy is not required to produce documents exempt from disclosure under the Public Records Act. (Govt. Code § 6254) To the extent your request seeks documents exempted from disclosure by the Public Records Act, Excelencia Charter Academy denies your request. Lastly, please be advised that Excelencia Charter Academy also reserves the right to later supplement its production of documents should additional documents responsive to your request be located.

The records responsive to your request will be made available to you for inspection once Excelencia Charter Academy has had reasonable time to locate, review and redact these records. Copies of the responsive disclosable public records in hard copy format in the possession of Excelencia Charter Academy will be made available to you after you pay for the direct cost of duplication. Excelencia Charter Academy will notify you of the anticipated total cost for the copies when all the documents are compiled and will require receipt of payment prior to duplicating the records. We expect that the public records responsive to your request will be made available by **[INSERT REASONABLE PRODUCTION DATE]**. Excelencia Charter Academy fully intends to remain transparent in all of its operations and will comply with your request, insofar as it is obligated under the Public Records Act.

Please contact me if you have any further questions or concerns.

Sincerely,

Ruben Alonzo, Head of School
Excelencia Charter Academy